

CLASSIFICATION: CONSERVATION OFFICER SERGEANT

Class Code: 2137-21

Date Established: 02-10-72

Occupational Code: 3-3-2

Date of Last Revision: 4-14-15

Exempt Status: Non-Exempt

BASIC PURPOSE: To coordinate the development and maintenance of good wildlife management through the enforcement of state fish and game laws and regulations and related recreational activities, and contribute to the on-going mission of the agency.

CHARACTERISTIC DUTIES AND RESPONSIBILITIES:

- Enforces fish and game laws and regulations, arrests suspected fish and game law violators, and testifies at criminal court proceedings.
- Supervises the work of the Conservation Officer Trainees, Deputy Conservation Officers, and Conservation Officers within a geographic area and during search and rescue operations or in the absence of the Conservation Officer Lieutenant.
- Coordinates a variety of administrative functions including enforcing departmental rules, policies, and work methods.
- Supervises and coordinates training objectives and enforcement operations for an assigned geographic area.
- Performs assigned administrative functions, including equipment acquisition, annual district inventory, reviews policies, assigning district equipment, and reviewing work methods and procedures.
- Presents talks and discussions about importance of wildlife conservation to educational institutions, sporting clubs and civic groups.
- Participates in a variety of specialized statewide enforcement initiatives relating to multiple agency objectives and goals.

DISTINGUISHING FACTORS:

Skill: Requires skill in recommending routine changes in standardized operating procedures OR in retrieving, compiling and reporting data according to established procedures OR in operating complex machines.

Knowledge: Requires knowledge of business practices and procedures or technical training in a craft or trade, including working from detailed instructions, to apply knowledge in a variety of practical situations.

Impact: Requires responsibility for contributing to immediate, ongoing agency objectives by facilitating the direct provision of services to the public or other state agencies. Errors at this level result in inaccurate reports or invalid test results and require significant investment of time and resources to detect.

Supervision: Requires direct supervision of other employees doing related or similar work, including scheduling work, recommending leave, reviewing work for accuracy, performance appraisal, or interviewing applicants for position vacancies.

Working Conditions: Requires performing regular job assignments in an extremely disagreeable or dangerous working environment with continuous exposure to an uncontrollable number of hazardous elements, including occupational accidents, injuries, or diseases which result in total disability or death.

Physical Demands: Requires medium to heavy work, including continuous physical exertion such as frequent bending, lifting or climbing.

Communication: Requires summarizing data, preparing reports and making recommendations based on findings which contribute to solving problems and achieving work objectives. This level also requires presenting information for use by administrative-level managers in making decisions.

Complexity: Requires coordinating a combination of diverse job functions in order to integrate professional and technical agency goals. This level also requires considerable judgment to implement a sequence of operations or actions.

Independent Action: Requires a range of choice in applying a number of technical or administrative policies under general direction and in making routine decisions or in recommending modifications in work procedures for approval by supervisor.

MINIMUM QUALIFICATIONS:

Education: Associate's degree or 60 credit hours from a recognized college or technical institute.

Experience: Four years' experience as a Conservation Officer above the Trainee level. Two years of full time employment as a certified police officer in a recognized jurisdiction, or two years of experience in the military on a full time active duty with an honorable discharge, may be substituted for up to two years of required formal education.

License/Certification: Must be certified as a full-time law enforcement officer by the New Hampshire Police Standards and Training Council. Must possess a valid driver's license.

SPECIAL REQUIREMENTS:

1. For appointment consideration, Conservation Officer Sergeant candidates must pass the Level I Conservation Officer promotional written examination. This written examination measures the knowledge, skills and abilities identified as necessary for satisfactory job performance by this class specification.
2. Successful completion of a minimum of sixteen (16) hours of department approved supervisory training prior to the conclusion of the 12-month probationary period.
3. Review of the past three (3) years of work performance by the Fish and Game Agency Review Board. This Board will also interview the candidates to determine comprehension of material, laws, rules and policy changes since the date of written examination.
4. Any Conservation Officer hired on or after January 1, 2001 will, as a condition of employment, participate in and pass no less frequently than every three (3) years the physical performance test administered in accordance with Police Standards and Training Council requirements.
5. Must be willing to work days, nights, weekends and holidays as well as being called to return to work for various Search and Rescue Missions.
6. Must be able to lift a minimum of 50 pounds as well as drag 175 pounds through brush, woods and dense forest.

RECOMMENDED WORK TRAITS: Knowledge of laws and regulations relating to fish and game and related recreational activities. Knowledge and interest in wildlife. Knowledge of and good judgment in law enforcement and court procedure. Knowledge of search and rescue techniques. Knowledge of New Hampshire geography and highway systems. Knowledge of boats and boating regulations. Knowledge of basic mathematics. Knowledge of instructional methods. Ability to work with and direct field activities. Ability to organize search parties and related duties. Ability to develop and maintain cooperation among allied law enforcement branches and the general public. Ability to communicate effectively in oral or written form. Ability to supervise other employees. Must be willing to maintain appearance appropriate to assigned duties and responsibilities as determined by the agency appointing authority.

DISCLAIMER STATEMENT: This class specification is descriptive of general duties and is not intended to list every specific function of this class title.